

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This instruction should be filed  
behind the divider for Part III  
of DPM Chapter (s) **12**

**DPM Instruction No. 12-22**

**SUBJECT:** Leave Entitlements in Movement from the Federal  
Government to the District of Columbia Government

**Date:** May 30, 2003

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**NOTE: This instruction supersedes DPM Instructions No. 11B-14 & 12-3, dated July 13, 1990;  
and No. 11B-15 & 12-4, dated February 14, 1991.**

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**1. Scope**

**a. Purpose**

The purpose of this instruction is to provide guidance on leave entitlements in movement from the federal government to the District government, including: (1) federal employees who transfer to the District government without a break in service; (2) individuals with civilian federal service; (3) individuals with military service (other than military retirees); and (4) military retirees.

**b. Authority**

Section 1203 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (CMPA) (D.C. Law 2-139; D.C. Official Code § 1-612.03) (2001).

**c. Background**

The CMPA established the new personnel system for the District of Columbia government and required the separation of the District's personnel system from the federal personnel system by January 1, 1980, except for the continued participation by District government employees in the federal retirement, health insurance and life insurance programs (the District government has since adopted its own separate retirement, health insurance and life insurance programs, applicable to individuals "first employed" by the District government **on or after October 1, 1987**).

Because of the relationship and similarities between the two systems, the CMPA currently affords individuals with civilian federal service and military service certain **leave accrual** entitlements upon employment with the District government.

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]*

**Inquiries:** Management Services Division, (202) 442-9655

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Instruction Expires:** Retain Until Superseded

Individuals who were never employed by the District government before October 1, 1987 and who became employed by the District government on or after that date are considered to have been “first employed” by the District government on or after October 1, 1987. Individuals who were employed by the District government (in any position) before October 1, 1987 and who are reemployed by the District government on or after that date are considered to have been “first employed” by the District government before October 1, 1987.

## **2. Provisions**

### **a. Transfer of leave from the federal government to the District government**

Annual and sick leave accrued by a federal employee who accepts employment with the District government without a break in service is to be transferred to the employee’s District leave account. The personnel office is responsible for verifying the employee’s leave balances with the federal government agency before crediting the leave to the employee.

### **b. Recrediting of sick leave**

Sick leave must be recredited to an employee formerly employed with the federal government and appointed to a position in the District government if he or she is employed by the District government **within 3 years of separation from the federal government**.

### **c. Creditability of federal government service**

Except as provided in paragraph 2(d) below, federal government service, including military service, as applicable, is creditable service for annual leave accrual rate purposes in the District government.

### **d. Creditability in the case of military retirees**

Pursuant to § 1203(f) of the CMPA (D.C. Official Code § 1-612.03(f)), an employee who is a military retiree is entitled to credit for **active military service** only if his or her retirement was based on disability resulting from injury or disease received in the line of duty as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in Title 38 of the United States Code.

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